



U.S. Army Child Care Subsidy Application Checklist

_____ Printed name of qualifying U.S. Army
sponsor

Please submit the following completed documentation in this order to assist us in expediting your application for benefits:

_____ Parent Application OPM Form 1643 (**Mandatory**)

_____ Application Addendum U.S. Army Form 2011-02 (**Mandatory**)

_____ Leave and Earnings Statement (LES) of qualifying U.S. Army Sponsor (**Mandatory**)
****Must be dated within 90 days of the date of your initial application***

_____ A copy of the qualifying sponsor's identifying document to confirm eligibility
(**Mandatory**)

A) For Active Duty sponsors, a copy of your current Active Duty Orders

B) For U.S. Army Civilians, a copy of your most recent Standard Form SF 50

_____ Power of Attorney (**as applicable**)

_____ Misc. Legal Documentation - Divorce Decree, Separation Documents, etc.
(**as applicable**)

_____ Spouse/partner proof of work or school attendance (**Mandatory**)

_____ Provider Application OPM Form 1644 (**Mandatory**)

The forms and documents listed above are required for a standard application. Please note that your situation and application may require additional documents and or information.

Fax: (816) 823-5410 or (816) 926-3642

Scan and email to: army.childcare@gsa.gov

U.S. Mail: GSA, External Services Branch
Attention: Child Care Subsidy Programs
1500 East Bannister Road, #1061
Kansas City, MO 64131